



DEPARTMENT OF THE ARMY
WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
9045 BEALE ROAD
BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade - National Capital Region (WTB-NCR)

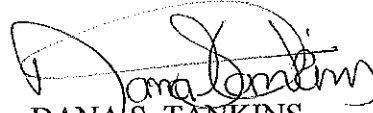
SUBJECT: Warrior Transition Brigade- National Capital Region (WTB-NCR) Policy Letter
10 – Sponsorship

1. REFERENCE: AR 612-11, The Army Sponsorship Program
2. APPLICABILITY: This policy applies to all military personnel assigned or attached to the Warrior Transition Brigade- National Capital Region (WTB-NCR). This policy extends to Bethesda, Fort Meade and Fort Belvoir WTUs.
3. GENERAL: The sponsorship program is a vital aspect of maintaining a positive command climate. Commanders are charged with the difficult task of maintaining a fluid sponsorship program where all Soldiers (and Families) are proficiently sponsored into the unit and are in the right spirit prior to beginning a new job. If Soldiers are not properly sponsored, they will have a tendency to unnecessarily begin their tours with negative perceptions of the command.
4. POLICY:
 - a. Upon receiving notification of an inbound Soldier, the Brigade S-1 section will coordinate with the Command Sergeant Major for appropriate unit placement of enlisted Soldiers and the Brigade Commander for the placement of officers. The S-1 section will notify the gaining unit's First Sergeant (1SG). The 1SG will coordinate with the gaining platoon or section to appoint a sponsor. The sponsor should be of equal to or greater rank to the inbound Soldier. Also the sponsor should not be on orders to PCS, which will help ensure a smooth transition for the incoming Soldier. If possible, appoint married sponsors to inbound married Soldiers.
 - b. Sponsors will contact the inbound Soldier by telephone, email or letter within one week of notification.
 - c. Inbound Soldiers will receive a Welcome Letter from the Brigade Commander and a Welcome Packet from their sponsor.
5. The point of contact for this policy is the Brigade S-1 at 301-400-2305.

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Caring for Our Soldiers.....Heal, Educate, Transition!



DANA S. TANKINS
COL, SC
Commanding